

**Valley Community Services Board**  
**85 Sanger's Lane, Staunton, VA**  
**June 24, 2020**  
**5:30 p.m.**

**Members Present**

Phil Floyd, Chair  
 Dan Sullivan, Vice Chair  
 John Hartless  
 Linda Czyzyk  
 Aaron LeVeck  
 Debbie Pyles  
 Cynthia Burnett  
 Holli McVeigh  
 Mary Powell

**Members Present via Zoom**

Mike Hamp, Treasurer (via Zoom)  
 Nichole Nicholson (via Zoom)  
 Misty Cook (via Zoom)  
 Debra Freeman-Belle (via Zoom)

**Members Absent**

Lisa Dunn  
 Miranda Ball  
 Anna Leavitt

**Staff Present**

Tammy DuBose  
 Cindi Johnson

**Staff Present via Zoom**

Dana Fitzgerald  
 Lauren Gearhart  
 Kathy Kristiansen  
 Tina Martina  
 Dr. Steven Kessler  
 Jamie Rupe  
 Rebecca Cash  
 Alexis Wagner-Call  
 Candy Calloway

**Visitors**

Nitch Narduzzi

<b>CALL TO ORDER</b>	Chair, Phil Floyd, called the meeting to order at 5:30 pm.
<b>ESTABLISH QUORUM</b>	Mr. Floyd established a quorum.
<b>PUBLIC COMMENT</b>	No public comment.
<b>MINUTES</b>	<b>Cynthia Burnett motioned to approve the February 26, 2020 Board Meeting Minutes. Mary Powell seconded. Motion carried.</b>
<b>ELECTION OF OFFICERS</b>	<p><u>Linda Czyzyk presented the FY2021 Slate of Officers as follows.</u></p> <p>Chair, Dan Sullivan          Vice Chair, Deborah Pyles          Treasurer, Mike Hamp</p> <p>Ms. Czyzyk asked for additional nominations from the floor. With no other nominations, <b>Ms. Czyzyk motioned on behalf of the Nominating Committee to accept the FY2021 Slate of Officers as presented. Motion carried.</b></p>
<b>COMMITTEE REPORTS</b>	<p><b><u>Finance Committee:</u></b> Committee met on June 16<sup>th</sup> in combination with the Executive Committee. Cindi Johnson gave an overview of meeting topics.</p> <ul style="list-style-type: none"> <li>• <u>FY2021 Budget Presentation-</u> Cindi Johnson gave an overview of the proposed budget by using screen share to review a PowerPoint presentation. The presentation was previously shared at the June 16<sup>th</sup> combined Finance and Executive Committee.             <ul style="list-style-type: none"> <li>○ Comparisons of the Proposed FY21 Budget to 12-month actuals for FY18-FY19 and 9-month actuals for FY20</li> <li>○ FY2021 Goals</li> <li>○ Billable Units</li> <li>○ Net Billable Revenues</li> <li>○ Program Utilization</li> <li>○ DBHDS Warrant Funding</li> <li>○ Federal Funding. Wages and Benefits                 <ul style="list-style-type: none"> <li>▪ Facilities Occupancy</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Software Charges</li> <li>▪ Other Costs- including Supplies &amp; Equipment, Professional Expenses,</li> <li>▪ Miscellaneous Expenses and Client Related Expenses</li> </ul> <p>Deborah Pyles inquired about the Clubhouse rent and asked if all options have been explored to lower the rent or terminate the contract. Ms. Johnson stated that the rent had been reduced when the new agreement was signed in December. Ms. Johnson added that the building could be subleased if we could find someone interested in doing that.</p> <p>Mr. Hamp gave praise to Ms. Johnson and staff for the development and presentation of the FY2021 Budget.</p> <p><b>Mr. Hamp motioned on behalf of the Finance Committee to approve the FY2021 Budget as presented. Motion carried.</b></p> <ul style="list-style-type: none"> <li>• <u>April Financial Report</u>- Ms. Johnson presented the financial statements and shared that there was a small loss of around \$3,000 for the month which is very good with the COVID 19 situation. <b>Mr. Hamp motioned on the behalf of the Finance Committee to accept the report as presented.</b></li> <li>• <u>Performance Contract Extension</u>- The extension is for six months. DBHDS has waived the penalty. Ms. Burnett asked if Board action was needed. Ms. Johnson commented that it was not needed at this time. Ms. Johnson plans to sign the contract and submit in July.</li> </ul> <p><b>Human Resources:</b> Committee met on June 11<sup>th</sup>. Ms. Burnett gave an overview of topics.</p> <ul style="list-style-type: none"> <li>• <u>Policy 5Z Human Trafficking</u>- This is a new policy that was developed based on requirements noted in Exhibit F of the Performance Contract. <b>Ms. Burnett motioned on behalf of the HR Committee to approve the policy as presented. Motion carried.</b></li> <li>• <u>Policy 2I, Position Establishment</u>- The revision to this policy clarifies that new positions included in a Board approved budget do not need to come back through the Board approval process. <b>Ms. Burnett motioned on behalf of the HR Committee to approve the policy as amended with revision date. Motion carried.</b></li> </ul>
<p><b>CONSENT AGENDA</b></p>	<ul style="list-style-type: none"> <li>• <b>Ms. Czyzyk motioned to approve the consent agenda consisting of reports from the following:</b> <ul style="list-style-type: none"> <li>○ Human Resources Committee</li> <li>○ Quality and Compliance Committee</li> <li>○ Communications and Advocacy Committee</li> <li>○ Finance/Executive Committee</li> </ul> </li> </ul> <p><b>Ms. Burnett seconded. Motion carried.</b></p>
<p><b>OLD/NEW BUSINESS</b></p>	<ul style="list-style-type: none"> <li>• <u>Board Policies</u>- Mr. Sullivan shared that he plans to call an Executive Committee meeting on July 1<sup>st</sup>. Mr. Sullivan added that he has drafted several Board polices for review by committees and then presented to the Board for approval. Mr. Sullivan noted that the Board policies have not been updated in several years.</li> <li>• <u>Farewell to Phil Floyd</u>- Mr. Hamp spoke in high regards of Mr. Floyd. Mr. Hamp shared that Mr. Floyd's energy, personal commitment, and dedication has made huge contributions to VCSB. Mr. Sullivan added that he has relied on Mr. Floyd for guidance since he has been on the Board and admires Mr. Floyd's leadership and dedication. Mr. Sullivan presented Mr. Floyd with a glass statue in recognition of his seven years of service on the Board. Mr. Floyd shared departing thoughts through a letter he wrote to the Board. Mr. Floyd added that he sincerely wishes the best for the Board and staff of VCSB. Tammy DuBose presented Mr. Floyd with flower garden dish from VCSB Staff.</li> </ul>
<p><b>MEETING ADJOURNED</b></p>	<p><b>Ms. Czyzyk motioned to adjourn. Aaron LeVeck seconded. Motion carried.</b></p>

**Respectfully Submitted, Tammy DuBose**